

CHAPTER 3  
CERTIFICATION OF LAW ENFORCEMENT OFFICERS

[Appeared as Ch 1 prior to 4/10/85]

[Prior to 3/11/87, Law Enforcement Academy[550] Ch 3]

**501—3.1(80B) Certification through training required for all law enforcement officers.**

**3.1(1)** All law enforcement officers must be certified through the successful completion of training at an approved law enforcement training facility in order to remain eligible for employment. As a condition precedent to enrollment in a certifying training program, the Iowa law enforcement academy must be provided with verification by the enrollee's hiring agency that the minimum standards for Iowa law enforcement officers have been met as provided in rule 501—2.1(80B), except for a person elected or appointed as sheriff who may choose to be exempted from the requirement of subrule 2.1(6), and may determine not to participate in physical training and who shall then be eligible only for certification as provided in subrule 3.1(2). Officers must be certified within one year of their employment, except sheriffs who must be certified within one year of taking office. (See rule 501—3.8(80B) for certification by testing requirements.)

**3.1(2)** A person elected or appointed sheriff who otherwise successfully completes a basic training course except for the physical training requirements, as provided by Iowa Code section 331.651(1), shall be granted certification limited to and valid only for the position of sheriff of the county in which the person was elected or appointed.

**3.1(3)** The academy council may, at the council's discretion, extend the one-year time period in which an officer must become certified for up to 180 days after a showing of "undue hardship" by the officer or the officer's hiring agency. To be considered for an extension of the one-year certification period, the person or agency requesting the extension must initiate the request in writing, not less than 10 days prior to the council meeting at which it is to be discussed, and then make a presentation to the council at the next regularly scheduled meeting of the council. Extensions shall not be liberally granted and shall only be granted after a showing that all other alternatives to an extension have been considered and rejected.

**3.1(4)** In accordance with Iowa Code section 80B.17, the one-year time period in which an officer must become certified is automatically extended for up to 180 days for an officer who is enrolled in training within 12 months of initial appointment. For purposes of this subrule, "enrolled" means physically present in and currently attending a basic certification training class.

**3.1(5)** The time period within which a person must achieve certification as a law enforcement officer in the state of Iowa as specified in rule 501—3.1(80B) shall commence on the day a person is first employed as a regular law enforcement officer in the state of Iowa. Any subsequent changes in a law enforcement officer's employment status, including transfers to a different employing agency, shall not toll or otherwise extend the certification period.

**3.1(6)** Should a person employed as a law enforcement officer fail to achieve certification within the time period or any extensions allowed by rule 501—3.1(80B), that person shall not be eligible for employment as and shall not serve as a regular or a reserve law enforcement officer in the state of Iowa for a period of not less than 12 months from the date the time period in which to achieve certification specified in rule 501—3.1(80B) expired, or from the date that the person was last employed as a regular law enforcement officer in the state of Iowa, whichever comes first.

[ARC 6264C, IAB 3/23/22, effective 4/27/22]

**501—3.2(80B) Law enforcement status forms furnished to academy.** Within 20 days of any of the following occurrences, the academy will be so advised by use of prescribed forms:

1. Any hiring of personnel.
2. Change of status of existing personnel (e.g., promotions).
3. Any termination of employment of a law enforcement officer or appointment as a reserve peace officer. The notification must state whether the law enforcement officer or reserve peace officer was discharged or removed for serious misconduct or whether the officer left, voluntarily quit, or was laid off when disciplinary investigation or action was imminent or pending which could have resulted in the

officer being discharged or removed for serious misconduct. Upon request by the council, the employing agency shall provide any additional information or documentation about the officer including confidential records or information under Iowa Code section 22.7 or other applicable law to the council.  
[ARC 5572C, IAB 4/21/21, effective 5/26/21; ARC 6264C, IAB 3/23/22, effective 4/27/22]

**501—3.3(80B) Standard certifying courses for approved law enforcement facilities.** The academy courses of study and training programs must meet the requirements of nondegree programs under the Post-9/11 Veterans Educational Assistance Act of 2008. The standard certifying courses of study at an approved law enforcement training facility are:

1. The long course, consisting of at least 620 hours to be completed within a 25-week period; and
2. The short course, consisting of at least 400 hours to be completed within a 20-week period.

[ARC 5006C, IAB 3/25/20, effective 4/29/20; ARC 6264C, IAB 3/23/22, effective 4/27/22]

**501—3.4(80B) Qualifications for attendance at a short course.** In order to be eligible for enrollment in a short course, the individual officer must possess at least one of the following qualifications:

**3.4(1)** Have satisfactorily completed a two-year or four-year police science or criminal justice program of which at least 20 credit hours were dedicated to police science or criminal justice coursework at an accredited educational institution and documentation furnished to the academy.

**3.4(2)** Have satisfactorily completed law enforcement training in another state commensurate with basic training required in Iowa, and be able to provide verification of the same.

**3.4(3)** Have satisfactorily completed military police training and furnished documentation to the academy.

**3.4(4)** Have satisfactorily completed the Federal Bureau of Investigation new agent training course, or similar course of instruction, and be able to provide verification of the same.

This rule is intended to implement Iowa Code section 80B.11.

[ARC 5006C, IAB 3/25/20, effective 4/29/20; ARC 6264C, IAB 3/23/22, effective 4/27/22]

**501—3.5(80B) Curriculum for long course.**

**3.5(1) Program administration . . . . . 24 hours**

- a. Duty assignments.
- b. Examinations.
- c. Family day.
- d. Graduation.
- e. Registration/orientation.
- f. Student advisor meeting.

**3.5(2) Patrol procedures . . . . . 55 hours**

- a. Active shooter response training.
- b. Alcohol licensee compliance.
- c. Animal control procedures.
- d. Basic incident command (IS-100 and IS-700).
- e. Felony calls in progress (includes building searches).
- f. Fire calls.
- g. Gangs.
- h. Hazardous materials.
- i. Iowa system communication including NCIC (National Crime Information Center).
- j. Meth lab safety.
- k. Observation and perception.
- l. Patrol techniques and beat assignments.
- m. Radar enforcement.
- n. Radio communications.
- o. Terrorism awareness.
- p. Traffic direction.
- q. Traffic law enforcement.

- r. Weather preparedness.
- 3.5(3) Tactical skills . . . . . 188 hours**
  - a. Chemical spray.
  - b. Defensive tactics.
  - c. Expandable baton training.
  - d. Firearms (including 6 hours of night fire).
  - e. Firearms training simulator.
  - f. Risk management.
  - g. Vehicle operations (including 2 hours of night vehicle operations).
  - h. Vehicle stops (including 2 hours of night vehicle stops).
- 3.5(4) Life skills . . . . . 123 hours**
  - a. Below 100.
  - b. Bloodborne pathogens.
  - c. Officer resiliency and development.
  - d. Crisis intervention training.
  - e. Critical incident stress management.
  - f. Federal color of law (aspects of use of force).
  - g. Iowa law enforcement emergency care provider (minimum of 32 hours of classroom).
  - h. Mental health emergencies.
  - i. Physical training.
  - j. Special needs population.
  - k. Stress management.
  - l. Survival awareness.
- 3.5(5) Investigation. . . . . 112 hours**
  - a. Bombing and arson.
  - b. Burglary.
  - c. Card fraud.
  - d. Collision investigation.
  - e. Crime scene search and recording.
  - f. Death investigation.
  - g. Document fraud.
  - h. Domestic abuse investigation (including 4 hours of practical).
  - i. Financial crimes.
  - j. Fingerprinting.
  - k. Forensic science and the DCI laboratory.
  - l. Hate crimes.
  - m. Human trafficking.
  - n. Insurance fraud.
  - o. Iowa lottery security.
  - p. Iowa missing persons.
  - q. Mandatory reporting of child and dependent adult abuse.
  - r. Narcotics investigation.
  - s. OWI enforcement (includes chemical testing, evidentiary breath testing device training and drug recognition for street officers).
  - t. Photography.
  - u. Sexual abuse investigation.
  - v. Stalking.
  - w. Standardized field sobriety testing.
  - x. Street intoxication.
  - y. Vehicle theft.
- 3.5(6) Legal topics . . . . . 67 hours**
  - a. Civil liability.

- b. Confessions and admissions.
- c. Criminal law.
- d. Juvenile law.
- e. Law of arrest.
- f. Motor vehicle law.
- g. Narcotics law.
- h. OWI legal.
- i. Peace officer and management rights.
- j. Procedural due process.
- k. Rules of evidence.
- l. Search and seizure.
- m. Use of force.
- 3.5(7) Communication skills . . . . . 36 hours**
  - a. Deaf and hard-of-hearing culture.
  - b. Death notification.
  - c. Interviews and interrogations.
  - d. Moot court.
  - e. Report writing and investigative note-taking.
  - f. Social media.
  - g. Testifying in court.
  - h. Verbal defense and influence.
- 3.5(8) Foundations of American policing . . . . . 15 hours**
  - a. Community relations.
  - b. Court organization.
  - c. Cultural competency.
  - d. Discretion.
  - e. Ethics and professionalism.
  - f. Jail operations/corrections/civil process.
  - g. Race relations.
  - h. Unbiased policing (minimum of 2 hours).

TOTAL HOURS: 620

This rule is intended to implement Iowa Code section 80B.11.  
[ARC 5006C, IAB 3/25/20, effective 4/29/20; ARC 5860C, IAB 8/25/21, effective 9/29/21; ARC 6264C, IAB 3/23/22, effective 4/27/22]

**501—3.6(80B) Curriculum for short course.**

- 3.6(1) Program administration . . . . . 16 hours**
  - a. Examinations.
  - b. Graduation.
  - c. Registration/orientation.
- 3.6(2) Patrol procedures . . . . . 35 hours**
  - a. Active shooter response training.
  - b. Basic incident command.
  - c. Felony calls in progress (includes building searches).
  - d. Gangs.
  - e. Hazardous materials.
  - f. Iowa system communication including NCIC.
  - g. Meth labs.
  - h. Radar enforcement.
  - i. Radio communications.
  - j. Traffic direction.
- 3.6(3) Tactical skills . . . . . 128 hours**

- a. Chemical spray.
- b. Defensive tactics.
- c. Expandable baton training.
- d. Firearms (including 6 hours of night fire).
- e. Vehicle operations (including 2 hours of night vehicle operations).
- f. Vehicle stops (including 2 hours of night vehicle stops).
- 3.6(4) Life skills . . . . . 73 hours**
  - a. Below 100.
  - b. Bloodborne pathogens.
  - c. Officer resiliency and development.
  - d. Crisis intervention training.
  - e. Iowa law enforcement emergency care provider (minimum of 32 hours of classroom).
  - f. Mental health.
  - g. Physical training.
- 3.6(5) Investigation . . . . . 56 hours**
  - a. Collision investigation.
  - b. Crime scene search and recording.
  - c. Card fraud.
  - d. Death investigation.
  - e. Domestic abuse investigation (including 2 hours of practical).
  - f. Fingerprinting.
  - g. Human trafficking.
  - h. Iowa lottery security.
  - i. Mandatory reporting.
  - j. Narcotics investigation.
  - k. OWI enforcement (includes chemical testing, evidentiary breath testing device training and drug recognition for street officers).
  - l. Photography.
  - m. Sexual abuse investigation.
- 3.6(6) Legal topics . . . . . 57 hours**
  - a. Confessions and admissions.
  - b. Criminal law.
  - c. Juvenile law.
  - d. Law of arrest.
  - e. Motor vehicle law.
  - f. Narcotics law.
  - g. OWI legal.
  - h. Rules of evidence.
  - i. Search and seizure.
  - j. Use of force.
- 3.6(7) Communication skills . . . . . 29 hours**
  - a. Interviews and interrogations.
  - b. Report writing and investigative note-taking.
  - c. Testifying in court.
  - d. Verbal defense and influence.
- 3.6(8) Foundations of American policing . . . . . 6 hours**
  - a. Cultural competency.
  - b. Ethics and professionalism.
  - c. Unbiased policing (minimum of 2 hours).

TOTAL HOURS: 400

This rule is intended to implement Iowa Code section 80B.11.  
[ARC 5006C, IAB 3/25/20, effective 4/29/20; ARC 6264C, IAB 3/23/22, effective 4/27/22]

**501—3.7(80B) Special certification.** The director of the academy, subject to the approval of the council may develop special certifying training courses in consideration of the varying factors and special requirements of certain law enforcement agencies.

**501—3.8(80B) Certification through examination.** Law enforcement officers who have been certified in another state may, upon application to the director with council approval, take a competency test or tests to gain Iowa law enforcement officer certification, adhering to all requirements set out in Iowa Code section 80B.11F, as well as any additional requirements set out by the academy. Successful completion of the required test or tests will result in certification by the council. The test or tests will be prepared and administered by the academy or its designee, and the passing score will be determined by the academy. The required test or tests will be based upon the officer's prior law enforcement training and experience as follows:

**3.8(1) *Five or more years of law enforcement experience.*** Officers with more than five years of full-time law enforcement experience, to include federal law enforcement time, will be required to pass a test or tests which will primarily measure the officer's knowledge of Iowa laws. The test or tests will include, but need not be limited to, such topics as criminal law, motor vehicle law, juvenile law, law of arrest, law of search and seizure, and law regarding the use of force.

**3.8(2) *Less than five years of law enforcement experience.*** Officers with less than five years of full-time law enforcement experience will be required to pass a comprehensive test or tests which will focus on all phases of law enforcement. The test or tests will include, but need not to be limited to, such topics as criminal law, juvenile law, motor vehicle law, law of arrest, law of search and seizure, law regarding the use of force, confessions and admissions, crime prevention, community relations, minority relations, crime scene investigation, vehicle stops, and rules of evidence.

**3.8(3) *Tabulating previous law enforcement experience.*** In tabulating whether an officer has met the law enforcement experience requirement, no credit will be given for experience received from the officer's current employment.

**3.8(4) *Criteria to be eligible to certify through examination.*** The following will be prerequisites for certification through examination:

*a.* Successful completion of a minimum 400-hour certifying basic law enforcement training school in another state, which certification has not been withdrawn or suspended by the certifying state.

*b.* Firing a verified score of 80 percent or greater with the officer's service handgun since the individual's appointment as an Iowa law enforcement officer, and which course of fire was prescribed by the academy and administered by the Iowa law enforcement academy or its designee.

*c.* Possession of a current Iowa law enforcement emergency care provider (ILEECP) card or another appropriate certification recognized by the Iowa law enforcement academy.

**3.8(5) *Application and testing periods.*** Application for certification through examination shall be made within 120 days of the applicant's hiring date, unless a determination is made by the academy council that this time period should be extended for "good cause." Failure to make timely application for certification through examination may result in the applicant's being required to attend a certifying academy.

**3.8(6) *Retesting requirements.*** Failure to successfully complete this examination will require retesting within 60 days in the areas failed. If any area is failed a second time, it will be necessary for the individual to attend and satisfactorily complete training at the academy covering those areas of deficiency. Successful completion of the training will result in law enforcement officer certification by the academy council.

**3.8(7) *One year's absence from law enforcement shall require training.*** An officer who has not served as a regular law enforcement officer during the 12-month period preceding the officer's hiring date will be required to attend a certifying school.

[ARC 5572C, IAB 4/21/21, effective 5/26/21; ARC 6264C, IAB 3/23/22, effective 4/27/22]

**501—3.9(80B) Special certification through examination.** Rescinded ARC 6264C, IAB 3/23/22, effective 4/27/22.

**501—3.10(80B) More extensive certifying course curricula not prohibited.** While no law enforcement training facility will be approved by the Iowa law enforcement academy council which does not meet the minimum requirements of these certifying course curricula, this in no way limits or restricts any law enforcement training facility in instituting a certifying course curriculum that surpasses the curriculum established pursuant to Iowa Code chapter 80B.

This rule is intended to implement Iowa Code chapter 80B.

**501—3.11(80B) Time frame—tolled.** The time frame requirements for completion of any mandatory training are tolled during the period a law enforcement officer is called to active military service.

**501—3.12(80B) Training of an individual who intends to become certified as a law enforcement officer.**

**3.12(1)** An individual who has not yet been hired or started employment as an Iowa sworn peace officer may apply for attendance at the Iowa law enforcement academy (ILEA) or, if qualified as provided for in subrule 3.4(1), at a short course of study at an approved law enforcement training program if such individual is sponsored by an Iowa law enforcement agency.

*a.* The individual must submit an application packet approved and provided by the Iowa law enforcement academy at least 30 days in advance of the course of study that the person wants to attend. An administrative fee, to be established by the academy, shall accompany the application packet.

*b.* The sponsoring Iowa law enforcement agency must certify that the agency intends to hire the individual within the next 12 months.

*c.* The fees to attend the Iowa law enforcement academy will be collected as follows:

(1) 25 percent at the time position in class is reserved. (This fee is nonrefundable.)

(2) 25 percent on first day of the academy class.

(3) The remaining amount to reach full payment of all ILEA training fees must be received by the end of the fourth week or the individual will be dismissed from the academy.

*d.* The fees to attend a short course of study at an approved law enforcement training program will be collected as determined by that entity.

**3.12(2)** Hiring standards. An individual who files an application under subrule 3.12(1) must meet all hiring standards as established by the academy in rules 501—2.1(80B) and 501—2.2(80B).

*a.* The sponsoring law enforcement agency may conduct required testing including medical/psychological/cognitive examinations, thorough background investigation and other matters as required by rules 501—2.1(80B) and 501—2.2(80B). The sponsoring law enforcement agency that conducts the required testing must certify that all hiring standards have been met and submit proof of the same as required by Iowa law enforcement academy administrative rules and on forms provided by the academy.

*b.* The academy shall conduct the required testing including medical/psychological/cognitive examinations, thorough background investigation and other matters as required by rules 501—2.1(80B) and 501—2.2(80B) if the sponsoring agency has not done so. The academy will establish fees for conducting the hiring standards requirements, including the background check, to be paid by the individual filing the application. The fees must be paid before the testing occurs.

**3.12(3)** Application for a short course of study at an approved law enforcement training program. An individual applying for attendance at a short course of study at an approved law enforcement training program shall submit proof of successful completion of a two-year or four-year police science or criminal justice program at an accredited educational institution in this state as approved by the academy. The proof must include a letter from the registrar certifying the person's graduation and a certified transcript of courses taken and grades received. The proof must be submitted 30 days in advance of the course of study that the person wants to attend.

**3.12(4)** Permission to attend. An individual shall not be granted permission to attend an approved law enforcement training program if such acceptance would result in the nonacceptance of another qualifying applicant who is a law enforcement officer.

**3.12(5)** Certification.

*a.* The academy will not grant certification until an individual is employed by an Iowa law enforcement agency and has met required hiring standards and successfully completed certification testing.

*b.* An individual may be certified in the following areas only after being employed by an Iowa law enforcement agency:

- (1) Iowa law enforcement emergency care provider.
- (2) Implied consent.
- (3) Standardized field sobriety testing.
- (4) Firearms qualification with the hiring agency's weapon and ammunition.

Certification will be awarded in the above areas if the individual is employed by an Iowa law enforcement agency within the first 12 months following completion of the basic training course of study and when the following requirements are met. All individuals, once employed by an Iowa law enforcement agency, must undergo testing in the firearms qualifications with the hiring agency's weapon and ammunition at the direction of an instructor certified in firearms by the Iowa law enforcement academy. Documentation of this testing and scores must be submitted to the Iowa law enforcement academy. The individual will be certified upon successful completion of the firearms qualification and review of the testing results completed during training at the Iowa law enforcement academy or at a short course of study at an approved law enforcement training program.

**3.12(6)** Employment within 12 months. The individual must be employed by an Iowa law enforcement agency within 12 months of completion of the course of study in order to receive certification. An individual shall not be certified under rule 501—3.12(80B) if the individual is not employed by an Iowa law enforcement agency within 12 months of completion of the course of study.

This rule is intended to implement 2003 Iowa Acts, Senate Files 352 and 453.

[ARC 6264C, IAB 3/23/22, effective 4/27/22]

These rules are intended to implement Iowa Code chapter 80B.

[Filed 7/22/69]

[Filed 2/5/81, Notice 10/1/80—published 3/4/81, effective 7/1/81]

[Filed emergency after Notice 5/18/84, Notice 2/1/84—published 6/6/84, effective 6/1/84]

[Filed 3/18/85, Notice 1/2/85—published 4/10/85, effective 5/15/85]

[Filed 2/20/87, Notice 10/22/86—published 3/11/87, effective 4/21/87]

[Filed 1/5/89, Notice 11/16/88—published 1/25/89, effective 3/1/89<sup>1</sup>]

[Filed 5/12/89, Notice 12/14/88—published 5/31/89, effective 7/5/89]

[Filed 7/13/90, Notice 5/2/90—published 8/8/90, effective 9/12/90]

[Filed emergency 3/5/91—published 4/3/91, effective 3/5/91]

[Filed 9/13/91, Notice 8/7/91—published 10/2/91, effective 11/6/91]

[Filed 3/18/93, Notice 12/9/92—published 4/14/93, effective 5/19/93]

[Filed 3/18/93, Notice 1/20/93—published 4/14/93, effective 6/30/93<sup>2</sup>]

[Filed emergency 9/22/93—published 10/13/93, effective 9/22/93]

[Filed 6/15/95, Notice 4/12/95—published 7/5/95, effective 8/9/95]

[Filed emergency 6/20/95—published 7/5/95, effective 6/20/95]

Filed emergency 1/10/97 after Notice 12/4/96—published 1/29/97, effective 1/10/97]

[Filed 3/17/99, Notice 2/10/99—published 4/7/99, effective 5/12/99]

[Filed 9/14/01, Notice 8/8/01—published 10/3/01, effective 11/7/01]

[Filed emergency 6/16/03—published 7/9/03, effective 7/1/03]

[Filed 10/24/03, Notice 7/9/03—published 11/12/03, effective 12/17/03]

[Filed 1/20/06, Notice 10/26/05—published 2/15/06, effective 3/22/06]

[Filed ARC 3997C (Notice ARC 3809C, IAB 5/23/18), IAB 9/12/18, effective 10/17/18]

[Filed ARC 5006C (Notice ARC 4866C, IAB 1/15/20), IAB 3/25/20, effective 4/29/20]

[Filed ARC 5572C (Notice ARC 5402C, IAB 1/27/21), IAB 4/21/21, effective 5/26/21]

[Filed ARC 5860C (Notice ARC 5689C, IAB 6/16/21), IAB 8/25/21, effective 9/29/21]

[Filed ARC 6264C (Notice ARC 6154C, IAB 1/26/22), IAB 3/23/22, effective 4/27/22]

- <sup>1</sup> Effective date of 3/1/89 for rescission of 3.4(1) delayed 70 days by the Administrative Rules Review Committee.
- <sup>2</sup> Effective date delayed until the adjournment of the 1994 Session of the General Assembly pursuant to Iowa Code section 17A.8(9) by the Administrative Rules Review Committee at its meeting held May 12, 1993.